

DIVISION CHIEF, REVENUE AND RECOVERY
(Unclassified Management)

DEFINITION:

Under general administration, to plan, organize, and direct administrative and operational activities of an assigned unit, within the Division of the Auditor & Controller Department, Revenue and Recovery; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is an unclassified management class allocated only to the Department of Revenue and Recovery. Incumbents report to the Assistant Director, Revenue and Recovery, and have significant responsibility for formulating policy and for managing the operation of a major area or function within the division.

EXAMPLES OF DUTIES:

Plans, directs, organizes, coordinates and evaluates the activities and work projects of an assigned unit engaged in accounting and fiscal control, collections, and/or pre-trial activities; formulates and implements policies, procedures, and controls; ensures that divisional operations comply with state and federal mandates; delegates functional activities and establishes scope of responsibility; reviews and approves production and progress reports; identifies and resolves operating problems; establishes short and long-range goals and objectives; reviews and prepares technical reports and correspondence; directs the coordination of division functions with other county departments, governmental agencies, and private industry; directs the preparation of divisional, operational, and financial reports, budget estimates, and revenue projections; acts as liaison with other public and private agencies and provides information to county departments, the public, and agency representatives on departmental activities; performs special studies and reports as assigned by the Director or Assistant Director; may act in the absence of the Director or Assistant Director; and supervises subordinate staff.

MINIMUM QUALIFICATIONS:

Thorough Knowledge of:

- Laws, regulations, codes, and ordinances related to Revenue and Recovery programs (collections, accounting, and fiscal management).
- Policy/procedure development and implementation related to divisional activities within the Department of Revenue and Recovery.
- Principles and practices of financial and/or background investigations, assets evaluation, and collections.
- Principles and practices of supervision, training, and general administration.
- General Management System in principle and in practice.

Skills and Ability to:

- Plan, direct, organize, and coordinate the work of staff engaged in accounting and fiscal control, collections activities, and/or pre-trial services.
- Establish and implement policy and procedures specific to Revenue and Recovery divisional activities.
- Coordinate division's services with county departments and public/private agencies.
- Ensure that division activities conform to Federal, State, and local laws and regulations.
- Identify and resolve division's operational problems.
- Prepare annual budget and monitor revenues and expenditures.
- Prepare executive-level correspondence and reports.
- Supervise, train, and evaluate the work of subordinate staff.
- Prepare and give public presentations on the division's activities, functions, and issues.
- Establish and maintain effective working and diplomatic relations with staff, the public, and representatives from governmental agencies.

EDUCATION/EXPERIENCE:

Education, training, and/or experience which clearly demonstrate possession of the knowledge and skills stated above. An example of an education and experience is: five (5) years of progressive professional experience collecting and accounting for a variety of accounts and other debts owed to a large public agency. Previous experience must have included three (3) years of management experience in planning, directing and coordinating the activities of a section or branch office within a collections agency or department.

SPECIAL NOTES, LICENSES OR REQUIREMENTS:**License:**

A valid California Class C driver's license is required at time of appointment or the ability to arrange transportation for field travel. Employees in this class may be required to use their personal vehicle.